

## **Vestry Meeting Minutes**

January 21, 2020

Held at Saint John's Cathedral

**Attendees:** Tom Keyse, Amy Davis, Jennifer Allen, Tom Barbour, Kathleen De Mars, Elizabeth Drummond, Leigh Grinstead, David Rote, Mark Wherry, Don Wood, Richard Lawson, Broderick Greer, Katie Pearson, Audrey Chapman, Michael Vente

**Absent:** Jack Denman, Bryant Harris, Meg Parish

**Call to Order:** 6:02pm

Richard opened the meeting with a prayer. He thanked Audrey for the special dinner in honor of Tom Keyse and Amy Davis.

**Summary of actions taken:**

- Approved the 2020 Budget.

### **Discussion**

#### **Kimberly update (Tom Keyse)**

Tom Keyse provided an overview of the history of the negotiations around the redevelopment of the Kimberly property. He said that conversations continue with parties interested in re-developing the property. He said that several factors may encourage the Vestry to act soon on next steps for the property.

Tom Barbour discussed some next step options available. He summarized discussion had by the Finance Committee around those next steps with each of the interested parties. Tom Keyse reiterated that the Finance Committee has managed much of the process between the interested parties. Tom shared that many parishioners have expressed a desire to see additional housing options with any redevelopment of the Kimberly property. The priorities of the Cathedral were summarized in initial RFI for the project. The Vestry will hear presentations in February.

#### **2020 overview (Leigh Grinstead and Michael Vente)**

Leigh and Tom Keyse provided an overview of all the Vestry candidate, including:

Senior Warden:

- Leigh Grinstead

Junior Warden:

- Michael Vente

Vestry nominees:

- Jane Carlough-Meline
- Kathleen DeMars
- Michael Koechner
- Robin Paulson

- Illana Poley
- Helen Richards
- Angie Thomson

They explained that members would be asked to vote for 4 candidates at the annual meeting. However, he also explained that Bill Finch stepped down from the Vestry and his seat with two remaining years on its term was vacant. In the event that Leigh Grinstead was elected Senior Warden, Tom said that her seat with one remaining year on its term would also be vacant. Additionally, Tom noted that if Michael Vente was elected at Junior Warden then the Vestry would need to appoint a new clerk. With these potential changes, 6 openings could be available for the Vestry election.

Amy made a motion that if two spots are available for Vestry election after Leigh's potential election for Senior Warden then the Number 5 candidate take the open 2-year term and the Number 6 candidate take the open 1-year term. Don seconded the motion.

The motion passed. Amy asked the Vestry to consider candidates for the new Clerk to the Vestry, if Michael Vente is elected to Junior Warden.

## **Action Items**

### **2020 Budget (Richard Lawson and Audrey Chapman)**

Richard provided an overview of the 2020 budget. He said that the unaudited 2019-2020 budget may show approximately a \$158,000 surplus. He also said that 95 percent of the pledge goal for this 2020 was reached with 72 new pledges (out of approximately 400 pledges). However, Richard said non-pledge and cash giving were down compared to last year. He said that he and staff would continue to work towards getting in more pledges. Additionally, there were some contingencies in case shortfalls need to be closed.

Tom Keyse shared that the Cathedral may receive some additional income from development on mineral rights owned by the Cathedral. He said that those funds would likely go into the 2020 operating budget and the Vestry may decide to sell those rights after continued discussion in the current year.

Kathleen encouraged some outreach to the new pledgers to better understand why they are now pledging. David also asked what services those new pledgers attend. Mark noted that a lower endowment draw along with lower pledges would create a difficult budget situation in future years.

Amy made a motion to approve the 2020 budget as proposed. Leigh seconded the motion. Mark encouraged the Vestry to take a holistic look at potential reductions to the budget rather than eliminating large sections of the budget to cover shortfalls. Richard asked Audrey to leave the room so he could explain to the vestry that by approving the budget they were approving a larger than 3% raise for Audrey. Richard explained that he and the Finance Committee support

(voted to approve) the raise, based on accomplishments and work load. The motion was approved and the 2020 budget was approved as presented.

## **Information**

### **DO and Treasurer's Reports (Audrey Chapman)**

Audrey said that a full quarter of Q4 financials will be available at the March Vestry meeting. She said that the 2020 budget is based on 2019 actuals, so by looking at the 2020 budget the vestry should get a sense of how 2019 closed. She noted that plans for the IT upgrades continues to go well and will be rolled out in the next few months. Audrey looked forward to 2020 and said that the staff was dedicated to the Cathedral's success and were good stewards of revenue.

Tom Barbour provided information that he would share as part of this report at the annual meeting. While more work must be done to achieve sustainability, he noted that the Cathedral was in a much more stable financial situation than in past years. As outlined in his written report, Tom Barbour noted that the operating budget was balanced, and the endowment had recovered approximately 80 percent of the fund that were used in past years for critical building repairs. In the future, Tom noted that more capital expenditures for building repairs and improvements would be needed so additional support on this front was critical. Tom also noted that the last few years of audits of the Cathedral's financials went very smoothly thanks to the work of the Cathedral staff, specifically Audrey Chapman (Director of Operations) and Kris Jenkins (Staff Accountant).

### **Dean's Report (Richard Lawson)**

Richard provided an update on the last work needed in renovated choir room and hoped those final pieces would be completed soon. He said that David Rote would provide an update on the work with the landscape architect at the annual meeting.

Richard also shared discussions he has had with staff at the Saint Francis Center to better connect individuals camping on the Cathedral grounds to their services. Kathleen said that Denver Health provides resources on how to clean restroom facilities to limit cross contamination of Hepatitis A. Leigh said she could provide advice in any security plan updates for the Cathedral. Katie said that the resource sheets for homeless individuals from the Care Advisory Board were available outside the Welcome Center and said that anyone can call 211 to find services.

### **Other Clergy Reports (Katie Pearson and Broderick Greer)**

Katie said that there were two funerals and 14 baptisms in the last month. She said that some at the Cathedral will be trained to provide the virtual dementia training to other parishes in the diocese. The training may be embedded into the Lay Eucharist Visitor training. Community Without the Commute groups continue to meet and provide community outside of the Cathedral.

Broderick said that the Cathedral Giving Day will occur on Friday, January 24<sup>th</sup>. All outreach for the event will be digital and hopefully reach individuals who do not usually give. Work on lighting in Saint Martin's Chapel continues and will likely be completed in March. Services usually held in Saint Martin's Chapel will still be held and be relocated to other places in the Cathedral. Broderick also said that an artist has been commissioned to provide an updated cover for this season of the Wilderness.

#### **Senior Warden's Report (Tom Keyse)**

Richard thanked Tom for all his work as Senior Warden especially leading the Vestry during a time of great transition. He also provided Tom with a gift from the Cathedral archives. Tom asked everyone to attend the annual meeting where he will thank all those retiring from Vestry.

#### **Junior Warden's Report – 2019 Grant Report (Amy Davis)**

Richard thanked Amy for all her work as Junior Warden especially leading the Grants Committee. He also provided Amy with a gift from the Cathedral archives. Amy thanked Richard for his kind words and the community of Saint John's.

Amy discussed the work of Faith In Action and the Grants Committee to commit 5 percent of pledge and plate revenues towards supporting organizations aligned with Saint John's wider mission in the community. She said the 2019 priorities for the Grants Committee included: mental health supports, homelessness and housing, hunger and food insecurity, and refugees and immigrants. A full list of the grantees was provided. She said that the gifts of Saint John's parishioners were vital to this work and noted that the efforts of each individual helped make these grants possible. Amy also said that Carolyn Daniels would serve as the Grant Committee chair for the next year.

#### **Consent Agenda**

- December 19, 2019 Vestry Meeting Minutes

The consent agenda was approved.

**Adjourn to Compline: 8:07pm**